

RISK ASSESSMENT FOR THE REOPENING OF SOUTHWAY JUNIOR SCHOOL



THIS IS DOCUMENT FORMS THE BASIS OF THE SCHOOL'S APPROACH.
THIS RISK ASSESSMENT IS A LIVE DOCUMENT AND SUBJECT TO CHANGE AT ANY TIME.

March 2021

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| Location / Site | Insert location and site where activity taking place |
| SOUTHWAY JUNIOR SCHOOL | |
| Activity / Procedure | Insert name/type of activity or procedure being assessed |
| RE-OPENING AFTER SCHOOL CLOSURE | |
| Assessment date | Insert date when assessment is being carried out |
| 26 th February 2021 – to be updated regularly | |
| Identify people at risk | YES or NO |
| Employees | YES |
| Children | YES |
| Visitors | YES |
| Contractors | YES |

Government guidance (FEBRUARY 2021) for school states:

Prevention:

- 1) minimise contact with individuals who are required to self isolate by ensuring they do not attend school
 - 2) ensure face coverings are used in recommended circumstances; if wearing a visor a face covering must also be used. Safe wearing of face coverings requires the cleaning of hands before and after touching, the safe storage of them in individual sealable plastic bags/plastic box between use and where a face covering becomes damp
 - 3) ensure everyone is advised to clean their hands thoroughly more often than usual
 - 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - 5) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
 - 6) consider how to minimise contact across the site and maintain social distancing wherever possible
 - 7) keep occupied spaces well ventilated
 - 8) ensure individual wear appropriate the personal protective equipment (PPE) where necessary
 - 9) promote and engage in asymptomatic testing where available; staff are strongly encourage to test every Saturday and Tuesday with results submitted to designated staff member(s) by 6pm.
- Numbers 1 to 7 must be in place in all schools, at all times.
Number 8 & 9 apply in specific circumstances.

Response to any infection

- 10) Promote and engage with the NHS test and trace process
 - 11) manage and report confirmed cases of coronavirus (covid-19) amongst the school community
 - 12) contain any outbreak by following local health protection team advice
- Numbers 10-12 must be in place in all schools, at all times

Additional risk assessments have been written in line with the latest Government Covid-19 guidelines for Y6 Production, Y6 Leavers Party & Sports Day

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Lack of social distancing in the classroom / offices resulting in direct transmission of the virus. The overarching principle to apply is reducing the number of contacts between children and staff. | | | |
| <u>Existing level of risk</u> | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <div>1. Remove excess furniture to increase space if space to do so</div> <div>2. Year Group Bubble charter created, re-visited and modelled as necessary – lots of praise for adherence</div> <div>3. No close interaction (within 1 metre) between adults and children</div> <div>4. The maximum possible area to be marked around Teacher’s desk and TA working area in all learning areas – preferably 1 metre.</div> <div>5. Ideally adults should maintain a 2 metre distance from each other and the children</div> <div>6. Feedback – using large whiteboard and interactive whiteboard not close interaction</div> <div>7. Children to use same NAMED desk when seated</div> <div>8. Children to be seated side by side and facing forwards at all times</div> <div>9. Year Group staff are assigned to Year Group bubbles and stay with these children throughout the day. If moving due to transition purposes, social distancing MUST be in place and own equipment to be taken and used.</div> <div>10. Staff can wear face coverings in the classroom if it’s their preference</div> <div>11. Children not to mix with other Year Group bubbles</div> <div>12. If classroom areas are utilised by a different year group bubble for transition purposes they should remain in the alternative classroom for the remainder of the day. Classrooms to be deep cleaned and fogged by cleaners.</div> <div>13. Pupils’ zip wallets, bags, hats, coats, water bottles and lunchboxes etc. kept under children’s tables or lockers</div> <div>14. No personal belongings brought in to school other than school bags (with reading journal and homework book), lunch box & coats. Mobile phones – which must be switched off – will be placed in children’s trays at their own risk</div> <div>15. Where staff are working across more than one bubble, social distancing MUST be in place and any equipment used must be cleaned at the end of the session prior to another adult / child using it.</div> <div>16. Trays available outside each learning room for messages / delivery of items.</div> <div>17. School staff other than the Year Group bubble staff to only enter the Year Group bubbles where absolutely necessary i.e. safeguarding issue, emergency cover.</div> <div>18. WhatsApp to be used wherever possible to communicate between staff.</div> <div>19. Where possible one person to occupy offices (main office, medical room, HT office, Deputy HT office, SBM office), if not possible sneeze screens to be installed between desks. When visiting staff member entering an occupied office, face masks MUST be worn and remain at least one metre apart</div> | | | |

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20. No whole school face to face assemblies or large gatherings permitted indoors. Year Group Bubble gatherings permitted in ventilated areas, preferably outside. **See separate risk assessments.**
21. Utilise outdoor area and spaces as much as possible

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus | | | |
| <u>Existing level of risk</u> | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <ol style="list-style-type: none"> 1. Limit the number of children from each Year Group bubble allowed to go to toilet at any one time 2. Children to use the named sink relating to their class 3. Handwashing guidance displayed in all toilet areas 4. Extra signs in toilet re-washing hands 5. Toilet doors open at all times 6. Extra soap ordered to ensure we do not run out – to be audited at the end of each week by Premises Officer/Claire Morley | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Lack of social distancing whilst waiting to enter or exit school premises resulting in direct transmission of the virus | | | |
| <u>Existing level of risk</u> | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| See separate risk assessments for Y6 Leavers events / production <ol style="list-style-type: none">1. Instructions shared re social distancing between families in the morning with parents and children through school communication2. All adults; parents and staff; to wear a face covering when entering or exiting the school premises unless exempt3. All parents / carers when dropping off and / or collecting their children must wear a face covering.4. Separate entrances for years 3 and 4 and years 5 and 65. One way system in place to facilitate safe drop off and pick up6. A member of the Senior Leadership Team (SLT) to be on duty to supervise at the start and end of the day7. One member of staff to be present at Year 5 door and Year 3 fire exit to supervise entry encouraging social distancing8. One member of staff from each year group to be present at the entry gates (on small playground for Y3 and Y4, by Einstein for Y5 and Y6) at the start and end of day9. One Year Group bubble at a time to exit the premises10. Staggered start and finish times for year groups11. No movement through school entrance gates from external visitors / parents between 08:20 – 09:00 and 15:00-15:40 daily to comply with social distancing and safe arrival and departure of children12. Children from schools other than Southway Junior School will not be permitted onto the school site at any time.13. No bikes or scooters allowed on school premises | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <div>1. Allocated play area for the different Year Group bubbles</div> <div>2. Reduced playtime equipment – hard surfaces and can be easily cleaned – each bubble has its own equipment</div> <div>3. Children to sensibly walk into school at the end of break and lunchtimes to return to their classrooms as separate Year Group bubbles</div> <div>4. First Aid kits travel with ‘bubble year groups’ at all times</div> <div>5. Mobile phones to be with staff at all times</div> <div>6. When moving into and out of playground/field Year Group bubble areas, Year Group bubbles should be aware of social distancing from other Year Group bubbles</div> <div>7. Face coverings may be worn by staff when on the playground/field where social distancing cannot be achieved</div> | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Lack of social distancing when eating lunch resulting in direct transmission of the virus | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <div>1. Children asked to bring packed lunch– packed lunches kept in children’s lockers</div> <div>2. Packed lunches – including for FSM children – provided by Chartwells</div> <div>3. FSM packed lunches to be delivered to outside the classroom prior to lunch time</div> <div>4. Lunch to be eaten outside whenever possible</div> | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Lack of social distancing in the corridors resulting in direct transmission of the virus | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <ol style="list-style-type: none"> 1. Children staying in their classroom or communal area with members of the Year Group bubble and accessing outside from classroom external door where possible 2. Limit the number of children from each Year group bubble allowed to go to toilet at any one time 3. Messages to office via WhatsApp or email where possible 4. Agree instructions with children concerning going and returning to toilet 5. When moving 'Year Group bubble' around the school, encourage social distancing between other Year Group bubbles 6. Keep movement around the school building to a minimum using corridors to move from one area to another if necessary 7. Utilise outdoor area and spaces as much as possible 8. All adults to wear face coverings when in communal areas or moving around the building, unless exempt | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Contact of shared resources resulting in indirect transmission of the virus | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <ol style="list-style-type: none"> 1. Tubs of resources for individual SEND children – maths cubes etc. bagged and stored for individual use 2. Shared resources cleaned by 'Year Group bubble' staff using anti-bac every day, including tables, iPads, maths equipment etc. 3. When resources are being shared by classes across the Year Group bubble, to be cleaned before swapping 4. Tables, door handles and other surfaces cleaned every night and lunchtime 5. Whenever possible, resources on tables ready for lesson and not distributed within the lesson 6. Plastic packets (zippy) bags used for individual resources for pupils and staff 7. Children to wash hands / use hand gel before lessons and after each lesson 8. Each Year Group to have 3 playground equipment bins to share amongst the Year Group bubble 9. Extra playground equipment i.e. climbing wall, gym equipment etc (not bubble buckets) to be cleaned between each bubble usage when being used (weather dependent) | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Lack of social distancing when providing First Aid resulting in direct transmission of the virus | | | |
| <u>Existing level of risk</u> | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <div>1. Class Teacher/TA to assess injury and decide whether the injury requires adult intervention</div> <div>2. If the injury is such that it requires cleaning/a plaster/dressing/ice applied then the adult will wear appropriate PPE if needed to carry out First Aid</div> <div>3. PPE (apron, surgical mask, eye protection and gloves) and a basic First Aid Kit (Plasters, dressings antiseptic wipes and bio hazard bag) will be available in each bubble and when the class goes outside then the first aid kit including PPE is to be taken out by an adult</div> <div>4. If an injury requires ice then a message can be sent to the office via phone call to request some</div> <div>5. Any blood/bodily fluid contaminated wipes/paper towels used when dealing with an injury are to be disposed of in a yellow bio hazard bag and placed in the bio hazard bin</div> <div>6. If a child, becomes unwell with symptoms of coronavirus while in their class and needs direct personal care until they can return home they are to be isolated in reception – supervised by office staff. A fluid-resistant surgical face mask, disposable apron and gloves should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</div> <div>7. Any First Aid administered to be recorded using the school system</div> <div>8. If a first aider is not available within a bubble, WhatsApp the office</div> <div>9. Once a week, the Welfare Office will audit first aid equipment for all bubbles, replenish accordingly and update the medical log.</div> | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Lack of social distancing when providing care for a child with suspected Coronavirus resulting in direct transmission of the virus | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <div>1. Class Teacher/TA within Year Group bubble to assess symptoms presenting – new persistent cough/temperature/lack of taste and smell</div> <div>2. If it is decided that the symptoms are such that it could be Covid-19 then the child is sent to reception area along with their belongings</div> <div>3. Ensure reception area is well ventilated</div> <div>4. Supervising adult to wear PPE as appropriate</div> <div>5. Following a period of monitoring, if the child is sent home with suspected Covid-19 symptoms, the Admin team will email the relevant staff to inform them and advise that the child has been requested to self-isolate until a test has been taken and a negative result received.</div> <div>6. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</div> <div>7. Any tissues/PPE equipment used is to be disposed of in a yellow bio hazard bag which needs to be tied up and placed in the bio hazard bin once the child has left</div> <div>8. If a child needs to use the toilet before being collected then the disabled toilet is to be used and no one is to then use it until it has been cleaned</div> <div>9. Class Teacher/TA within Year Group bubble to ensure tables and door handles are cleaned after child has left the classroom and the room is ventilated</div> <div>10. Children should wash their hands</div> <div>11. Once the child has been collected then the supervising adult can remove their PPE and dispose of it appropriately and then wash their hands</div> <div>12. Reception area (and the disabled toilet if used) should then be cleaned and disinfected with a fogger and if necessary PPE equipment replenished</div> | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Emotional distress of the children | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <ol style="list-style-type: none"> 1. Children to have class teacher and TA (if possible under vulnerable staff guidance) in the first instance 2. Inclusion Manager and LIM available to work alongside the year group staff to support pastoral needs 3. Staff to consider the children's well-being when planning the curriculum. | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Emotional distress of the staff – including anxiety | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <ol style="list-style-type: none"> 1. Regular remote staff meetings to discuss concerns and shared control measures 2. Regular remote TA meeting to discuss concerns and shared control measures 3. At least one SLT member of staff on site everyday for staff to share concerns with 4. Risk assessments reviewed fortnightly 5. Use of staffroom, Da Vinci TA room or outside at break and lunch times on a rota basis to assist with social distancing 6. Risk assessment for any staff with specific medical needs or considered vulnerable, if appropriate 7. Risk Assessment shared with all staff and governors 8. Option of any concerns to be raised with HT/DHT | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | | |
| Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus | | | | |
| Existing level of risk | Consider current level of risk | | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE | |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | |
| <div>1. Seek expert guidance from LA re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</div> <div>2. Masks purchased if needed – N95 grade and instructions from PHE re cleaning</div> <div>3. Extra disposable aprons ordered</div> <div>4. Extra gloves ordered</div> <div>5. Some visors also ordered if needed</div> <div>6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</div> | | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Risk of spreading virus due to poor hygiene / ventilation resulting in indirect transmission of the virus | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <div>1. Soap dispensers and hand gel in each classroom</div> <div>2. Children handwash / sanitise on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet, changing rooms and any time they cough or sneeze</div> <div>3. Washing hands posters in all washing areas</div> <div>4. Reminders how to wash hands properly – videos and posters</div> <div>5. Procedures agreed for children to wash hands thoroughly</div> <div>6. Any sanitisers brought in from home must be above 60%+ alcohol</div> <div>7. All areas being used to be well ventilated ensuring doors / fire doors and windows are open when occupied. See separate risk assessments.</div> | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Risk of infection due to lack of cleaning resulting in indirect transmission of the virus | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day 2. Shared resources will be cleaned before and after use by staff 3. Resources which cannot be cleaned will be rotated and left to de-contaminate for 48 hours (72 hours for plastics) to reduce the risk of transmission 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms 5. Shared rooms and areas i.e. The Hub, LaRC, da Vinci, Garden and Rainbow rooms must be cleaned using anti-bacterial spray and disposable cloths or fogged between different Year Group bubble use. 6. Additional cleaning of extra playground equipment between break and lunch times 7. Bird hide door to be wedged open when in use 8. The cleaning contractor will use a disinfectant fogger every evening in ALL rooms. 9. At the end of each day children to put their resources pack on their chair to allow tables to be cleaned | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <ol style="list-style-type: none"> 1. Individuals who are considered to be clinically extremely vulnerable and have previously received a letter advising them to shield can now return to work as long as they maintain social distancing 2. People with significant risk factors to discuss concerns with the HT and actions put in place to reduce the risk | | | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| Risk of infection when off site or external visitors on site | | | |
| Existing level of risk | Consider current level of risk | | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| <ol style="list-style-type: none"> 1. Children kept in their Year Group bubble 2. Coronavirus measures are in place at the destination 3. Undertake a full risk assessment to ensure the educational visit can be done safely 4. Educational visitors to provide the school with a risk assessment outlining their COVID-19 secure measures 5. No volunteers or external extra-curricular clubs in school in Summer term 6. Visiting specialists undertake their own risk assessment and share with the school prior to their arrival 7. No movement through school entrance gates from external visitors / parents between 08:20 – 09:00 and 15:00-15:40 daily to comply with social distancing and safe arrival and departure of children 8. Parents / carers can only come onto the school site with a prearranged appointment and only in exceptional circumstances. See separate risk assessment. 9. Parents / carers with pre-arranged meetings requested to attend alone. 10. Children from schools other than Southway Junior School will not be permitted onto the school site at any time, unless pre-arranged visit for transition purposes. | | | |

| Name of assessor | Signature of assessor/s | Date |
|---|---|--------------------------------------|
| Pete Newbold Helen Denison | Headteacher - P Newbold Deputy Headteacher - Helen Denison | 26th February 2021 |

| Risk assessment reviews | Reviewer/s | Next review date |
|--------------------------|-----------------------|-----------------------------|
| Reviewed and amended on: | P Newbold / H Denison | 12 th March 2021 |
| | P Newbold / H Denison | 26 th March 2021 |
| | P Newbold / H Denison | 23 rd April 2021 |
| | P Newbold / H Denison | 7 th May 2021 |
| | P Newbold / H Denison | 24 th May 2021 |
| | H Denison / SLT | 14 th June 2021 |
| | H Denison / SLT | 25 th June 2021 |

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| Risk assessment reviews | Reviewer/s | Next review date |
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| | P Newbold / H Denison / G Bailey | 9 th July 2021 |
| Next review | | <i>If required prior to return in September 2021</i> |